

Administrative Code Status

In order to check the status of specific Administrative Codes in the EHRP system, there is a public query, HE0045, that can be generated which provides the following information:

- 1. Set ID Always 'NIH00' for NIH
- 2. **Dept ID** Administrative Code
- 3. **Description** Organization Name
- **4.** Status A = Active, I = Inactive
- 5. Effective Date Date Administrative Code went into Effect

To Generate the Query:

- 1. Go to: Home > PeopleTools > Query Manager > Use > Query Manager
- 2. In the 'Search For' box type in "HE0045"
- 3. Click Search
- 4. When the search results for HE0045 appear, select 'Run' on the right hand side of the query name
- 5. Enter report parameters:
 - a. Set ID Enter "NIH00"
 - Effective Date Use the calendar icon or manually enter the date for which you would like to see a snapshot of the organization's administrative codes and their status.
 - c. Dept ID like Enter an entire administrative code or the beginning of an administrative code followed by a percent (%) sign. If the percent (%) sign is used, the report will return all administrative codes that begin with the code entered to the left of the percent sign. For example, if a user wants to view all NCI administrative codes, they should enter "HNC%".
- 6. Click the 'View Results' button

Result: The list of administrative codes appears

To Download the Results to Excel:

1. While on the screen displaying the query results, select 'Download results in: Excel Spreadsheet'

Result: A new table with the administrative codes will display

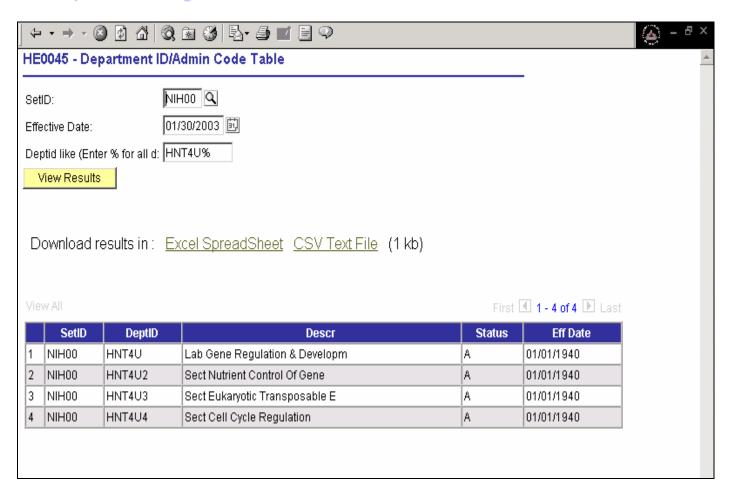
- 2. Select 'File' > 'Save As'
- 3. Enter the following information:
 - a. Save In Enter location to save report
 - b. File Name Enter name you would like to save the report under
 - c. Save As Type Choose 'Microsoft Excel Workbook (*.xls)' from the drop-down list
- 4. Click 'Save'







Sample Query:



END

